

VIRTUAL APPROVAL LIMITED

INFORMATION FOR VIRTUAL EVENT PRESENTERS / PERFORMERS

**“Technology is the campfire around which we tell our stories.”
- Laurie Anderson, artist, composer, musician and film director**

TECHNICAL RECOMMENDATIONS

Depending on the nature of your presentation, you will need to consider the best technical set up for your contribution (for example musical performances require a different hardware to spoken word). We will discuss your individual needs at rehearsal, below is a minimum recommendation for all live presenters: -

- Connectivity: minimum download speed 50Mbps / upload 15Mbps.
- Optimum 100+ Mbps upload / 70+ Mbps upload. If you are sharing pre-recorded video content this is the minimum.
- Have a 4G device you can hotspot from just in case there is an outage.

Advice to optimise connectivity / bandwidth: -

- Position your desktop / laptop as close to your WiFi router as possible
- Connect your PC to the router with an ethernet cable if available
- Disconnect other devices in the same household / property from the network, such as mobile phone(s) and tablet
- Turn off the HD setting in your Zoom Account Management – this can be found in video settings Upgrade your WiFi router firmware if available.

Ethernet cables look like this



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SET UP

1) SOUND (the most important thing to get right in your presentation)

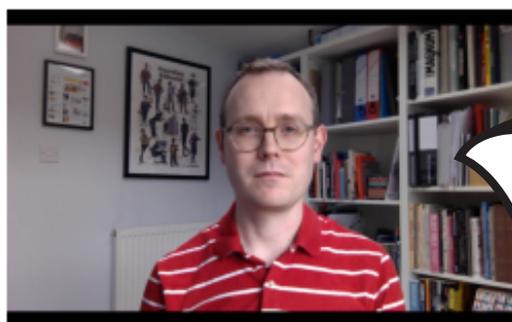
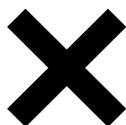
- Please have a headset or microphone that is plugged into the computer or laptop you will use during the event
- Please DO NOT USE the microphone built into your laptop or computer. You will be difficult to hear as the microphone picks up a lot of ambient noise and can lead to distortion.
- If you use a headset with a microphone make sure it is not scraping your hair or clothing

2) LIGHTING - Lighting on your face is important.

- Have a light source in front of you if possible.
- A lamp, a ring light, or small LED lights work best.
- Your face should be slightly brighter than your background.

3) POSITION

- **It is very important that the camera on your computer is at EYE LEVEL and not** looking up your nose or down on your head.
- Place your laptop on books or a stand to ensure that you are looking directly at the camera when seated or standing.



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- You will need a high resolution webcam, minimum 720p
- We recommend using a PC or Mac, not a tablet or mobile phone for any presentation or performance. This is especially important if you are sharing slides during your presentation as the iOS app does not allow screen sharing and camera simultaneously.
- External or inbuilt speakers are adequate, we don't recommend using airpods in case the Bluetooth connection drops.
- If you are required to display a virtual background, you will need to consider the capabilities of your machine (i.e. the graphics card and processor speed), or use a green screen.
- Lighting: Use desk lamp if available, or ring light. The best position to place your light is behind your webcam / PC.
- Close your curtain / blind as direct light interferes with your virtual background quality and prevent even distribution of light.

SEE OUR OTHER DOCUMENT 'RECOMMENDED HARDWARE FOR VIRTUAL PRESENTERS' FOR SUGGESTED SHOPPING LIST

STREAMYARD - The 'Stage' area

Browsers Chrome, Firefox and Opera all work with StreamYard. Unfortunately, other browsers, like Safari, do not support our technology yet. We recommend Chrome for the best experience.



Chrome
(Recommended)



Firefox



Opera

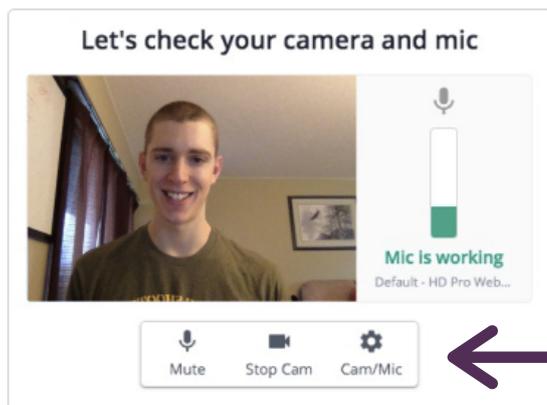
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Before you enter Streamyard, make sure you have the following:

- A laptop or desktop with a webcam and mic.
- A recent version of Chrome or Firefox.
- A strong internet connection.
- We recommend wearing earbuds or headphones to prevent audio echoes.
- If you don't have a laptop or desktop, then you can join on your phone. But the experience is usually best on a laptop/desktop. On Android, we recommend the Chrome browser. On iOS, you must use Safari.
- If you're on iOS 14.2, we recommend updating your device before joining. iOS 14.2 has some issues with audio stuttering.

Joining the broadcast

- Click the link provided by the host and you'll be taken to their broadcast studio.
- Allow StreamYard to access your camera and mic.
- Make sure you have the correct camera and mic selected (see below)



CLICK HERE TO
SELECT THE
CORRECT MIC &
CAMERA

Enter a display name. Use your actual name or the name of your brand.

Then enter the studio.

The host will be informed that you've arrived.

You won't be part of the broadcast until the host decides to add you in.

The page will update to let you know when you've been added.

Then everyone will be able to see and hear you.

This is your time to shine!

Remember, the host asked you to join because they want to hear what you have to say. **Have fun!**

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PRESENTATION TIPS

Keep your eyes focused on the camera as much as possible. Looking at notes is acceptable, of course, but try to maintain eye contact often. It makes a huge difference to the viewer.

Make sure you deliver to the time agreed, including the start and finish times. This is critically important, especially if you are delivering to a multi-speaker event. You may find it helpful to have “milestones” very few minutes in your presentation which you have already timed, so you will be able to adjust your speed to hit the end exactly on time. See the event more like a TV show, where everything runs to the second.

Engagement

One of the most common questions asked by virtual event presenters is “How do I engage with an audience that I can't see or hear?”.

One technique is to imagine that you are speaking through the camera to one person that you are close to. That's what every TV presenter does, so that you feel they are talking just to you.

There are many other ways to boost engagement:

- Asking questions of the audience
- Taking questions from the audience
- Polls and short surveys
- Short exercises that can be done by each audience member
- Allocating audience members to virtual breakout rooms, with a focus for discussion
- Providing a topic to think about in a break, with feedback when you resume

The easiest way to engage an audience is just to be conversational and interesting!

Background image for your presentation during the event:

We may supply a virtual background so that all presenters are uniform. It is not compulsory to have a virtual background (and it may not work for you without a green screen, depending on the specifications of your device); but if you do choose to have one (and your device supports it); please use either use the one provided, or a neutral plain background.

Other points

Please ensure you are in a quiet location, with no distractions during the event.

If you have any questions or are unsure about anything, please just [get in touch](#).

Otherwise, best of luck and we looking forward to working with you on the live event!